Using Online Resources in SATERN:
Introduction to SkillSoft

November 2009

Session Objectives

- At the end of the session, participants will be able to:
  - Describe the online resources in SATERN
  - Log in to SATERN and launch an online course
  - Locate online books

Course Agenda

Introduction

- Module 1: Overview of Resources
- Module 2: Accessing Online Courses
- Module 3: Accessing Online Books

Summary

Using Online Resources in SATERN

Module 1: *Overview of Resources*

What are the New Resources?

- NASA has an Agency-wide agreement with OPM for SkillSoft courseware.

- SkillSoft is a leading provider of comprehensive e-learning solutions including courses and online books.

- All NASA Civil Service employees and contractors have the ability to access to SkillSoft resources from the SATERN learning management system.

Why integrate SkillSoft Resources into SATERN?

SkillSoft Resources in SATERN offer NASA:

- One-stop access to training and development resources through SATERN, vs. a separate login and portal.

- Automatic update to the employee training history of completed SkillSoft courses; courses will also appear on the employee learning plan.

- Reduction of costs through the consolidation of multiple Center SkillSoft contracts and elimination of manual administrative duties of SkillSoft POCs at NASA Centers.

- Ability to incorporate SkillSoft courses into future SATERN functionality (e.g. IDP and Competency Management).

What types of Courses and Books are Available?

Business Skills

- Courseware on soft skills and business knowledge
- Online books from leading business publishers; executive summaries

Desktop Skills

- Courses to support the use of desktop software technologies

- Books with latest information on standard office software

Engineering Skills

- Online books and reference materials covering topics important to all engineering professionals

Information Technology Skills

- In-depth coverage of today's relevant technologies and IT skills
- Preparation for IT Certifications
- IT books on with board and deep coverage on over 100 different technology topics

Using Online Resources in SATERN

Module 2: *Accessing Online Courses*

How can I see what training is available?

- You can find out about available SkillSoft training offerings in a number of ways:

  - **Browsing the Catalog**
    - Look at available training by subject area

  - **Simple Catalog Search**
    - Use keyword to search title and description fields

  - **Advanced Catalog Search**
    - Search by specific fields

- If you have used SATERN before, these functions are the same.

> *Job Aids and the SATERN Quick Reference Guide*
> *provide detail on how to perform each of these tasks.*

Browsing Online Content from the Catalog

- Choose Catalog then Browse Catalog from the menu.

- Use the scroll bar to scroll to SkillSoft Courseware.
- Click on ▶ to expand the available topics.

  Note: There will be a slight delay until the topics appear.

Using Simple Search to find Online Content

- Choose Catalog then Simple Catalog Search from the menu.

- Enter a topic in the Keywords field.
- Check/uncheck the Exact Phrase box if needed.
- Uncheck the Instructor-Led and Other box to return only Online courses.
- Click on Search to get results.

Using Advanced Search to find Online Content

- Choose Catalog then Advanced Catalog Search from the menu.

Personal	Learning	Career	Catalog	Reports

Advanced Catalog Search

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by both Learning Items and Scheduled Offerings.

Keywords

Title: [Contains ▼] [_____]

Description: [Contains ▼] [_____]

ID: [Starts With ▼] [_____]

Search Options

Search for: ○ All   ◉ Only Items   ○ Curricula   ○ Only Offerings

☐ Instructor-Led ☑ Online ☐ Blended ☐ Other (Select one or more)

Subject Area: [Contains ▼] [_____] Select

Delivery Method: [Contains ▼] [_____] Select

Source: [Contains ▼] [_____] Select

[Search]

- Enter data in any of the Keywords fields.

- Enter "SS-" in the ID field and change the drop-down to Starts with.

- Uncheck the Instructor-Led and Other box to return only Online courses

- Click on Search to get results.

Launching Online Content from the Catalog

- The SkillSoft Courseware subject area has several child subject areas. Click on ▶ to expand the child subject areas and


- Click on the name of the course for a complete description.
- Select **Launch Content** for the course you want to complete. Or you can add the course to your learning plan to take at a future time.

Launching Online Content from the Catalog

- After launching the SkillSoft Course from the Content Structure page: If the Security Window displays Click **Yes**.
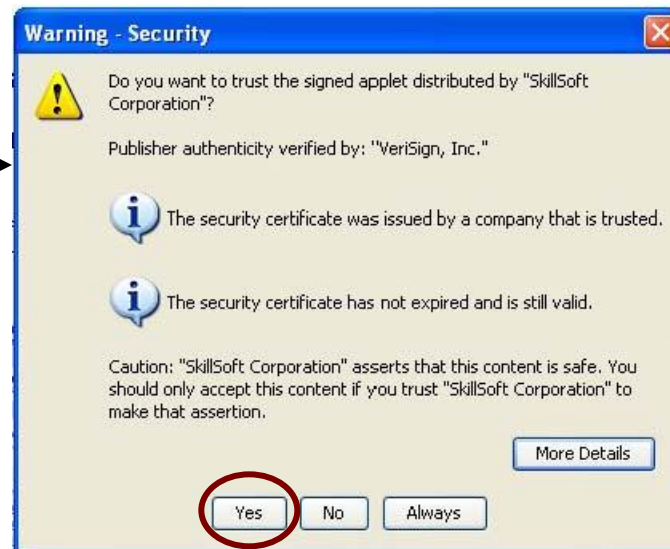
- Click **Cancel** to launch the Standard version of the course. After the course is loaded the Course Menu will display.
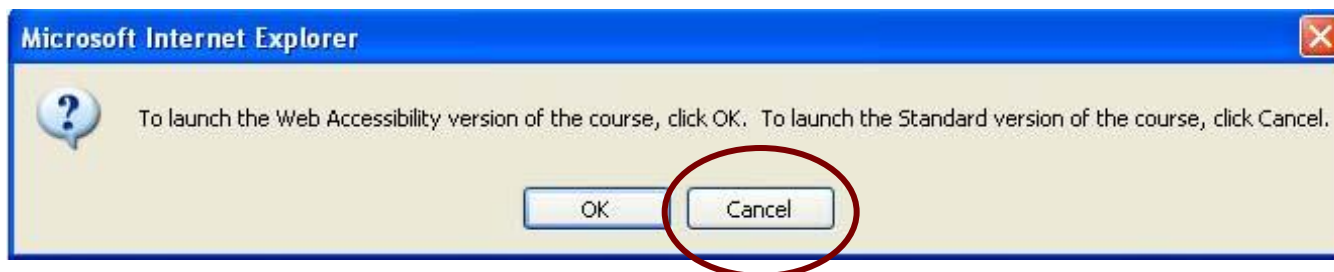
Note: The first time that you launch a SkillSoft course, expect a longer-than-normal loading time. The SkillSoft Course Player is loading into your browser.

Earning College Credit with Online Courses

- SkillSoft courses can be used for training and development and for:
  - Credit toward Undergraduate Degree Programs
  - Continuing Education and Non-Credit Certificate Programs

- SkillSoft currently has agreements with these Academic Partners:
  - **Drexel University**
    - Receive up to 20 credits toward completion of an undergraduate degree.
  - **University of Phoenix**
    - Over 800 business skills and 1,000 IT titles that can be applied toward general education and elective requirements of a bachelor's degree.
  - **American College of Education**
    - 265 course titles - that have been reviewed by the American Council on Education (ACE) and recommended for college credits.
  - **George Mason University**
    - Continuing Education Units (CEU) for SkillSoft Courses

- For more information and program guidelines go to:
  http://www.skillsoft.com/about/credit_programs/academic_credit_programs/default.asp

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Module 3: *Assessing Online Books*

Overview of Books 24 X 7 Referenceware

- Referenceware® is the largest online book resource and is available through SATERN. It offers access to thousands of the latest and best technical books.

- Learners can search a wide collection of unabridged content from the world's leading authorities on business technology and other fields. Expert summaries of leading business books are also available.

- These books, documents and white papers can help learners get critical information for just-in-time problem solving, and knowledge development activities.

Searching for Books

- Choose Catalog then Browse Catalog from the menu.

- Use the scroll bar to scroll to SkillSoft Courseware.
- Click on ▶ to expand the available topics.

  Note: There will be a slight delay until the topics appear.

Searching for Books

- Click on **Books 24 x 7** in the Subject Area Menu.
  Select **Launch Content**.

- Then launch Books 24 x 7 from the Content Structure page.

- On the reference screen Click **I Agree**.

Searching for Books

- From the Home Page you can browse topics, review new books, and see a list of the most popular top books.

- You can enter a search word or phrase in the **Search** box.

- Use the **Browse Topics** box to drill down and select a list of books on a particular subject.

Using Online Resources in SATERN

Summary

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- Web-based online resources are available through NASA's SATERN Learning Management System. These resources expand the training and development opportunities available to NASA employees.

- Job aids are available as a guide and reference for different functions and tasks.

- Support for SkillSoft resources in SATERN is available via the SATERN Help Desk, and through the POCs at each Center.